

CRITICAL FACILITIES MISSION STANDARD OPERATING PROCEDURE

1. **Purpose.** This SOP details procedural guidance on how to execute critical facilities missions during the first three phases of the disaster operations (Preparedness, Activation, and Execution.) The Mission Transition and Closeout Phases are detailed in a separate, common SOP applicable to all missions. (See references under Critical Facilities Mission Doctrine Guide for this mission or function.)

2. **References.** See Appendix I

3. **Applicability/Responsibility.**

a. Process Owner. Lead Division for housing and critical facilities is the South Atlantic Division.

b. Process Team. Six teams have designated Housing PRTs as of 1 June 2006. Housing PRTs will be responsible for critical facility missions. Four additional teams will be available by 1 June 2007. Current Housing Teams are:

CENAN
CEMVP
CELRH
CESAS
CESPL (Under Development)
CEPOA (Assigned)

c. Customer. All critical facilities missions will be executed upon receipt of mission assignments from FEMA under the authority of the Stafford Act and in compliance with policies and guidance of the NRP. Mission stakeholders include the impacted states and local governments.

4. **Intergovernmental Team.** USACE and FEMA are the primary agencies for the execution of housing missions; they work in coordination with state and local governments. Successful implementation of a housing mission requires close coordination and cooperation from state housing officials, Federal and state environmental agencies, SHPO, state and local building code officials, state and local health departments, public utilities and elected officials. Missions may be executed by contracts administered by USACE or by other contracting alternatives including FEMA administered IA TAC contracts.

5. **Staffing and Other Resource Requirements.**

a. Mission PRT Composition and Description of Duties - Composition of team dependent upon mission requirements. Individuals may be assigned dual responsibilities based on capabilities and anticipated workload. Critical positions

are designated with an asterisk. An SME may be initially deployed to assess critical facility requirements and assist with establishment of a PRT team. PRT positions are:

- i. *Action Officer at JFO
- ii. *Mission Manager at RFO
- iii. *Mission Specialist at RFO
- iv. Contract Specialist at RFO (or may be provided through reach-back from Supported District)
- v. *Real Estate Specialist at RFO
- vi. *NEPA Compliance Specialist at RFO
- vii. *Site Engineer at RFO
- viii. Sanitary Engineer at RFO
- ix. *Electrical Engineer at RFO
- x. Cost Engineer at RFO
- xi. Specifications Writer at RFO
- xii. *Logistics Specialist at RFO/Staging Area
- xiii. Area Engineer at Field Office
- xiv. *Resident Engineers at Field Office
- xv. *Quality Assurance Supervisors at Field Office
- xvi. *Quality Assurance Inspectors at Field Office
- xvii. Data-Base Manager at RFO
- xviii. Administrative Assistant at RFO
- xix. CADD/GIS Specialist at RFO

b. PRT Operational Forms and Checklist. See Appendix E.

c. Equipment Checklist. See Appendix F.

d. Support Required: Supported Division/District will provide necessary contract support to acquire modular units, construct the site, install the units and provide furnishings (as directed). Modular units are typically stored at a USACE staging area. FEMA, in coordination with state and local agencies are responsible for leasing the required property for installation of critical facilities. FEMA determines the eligibility and priority of the applicants for critical facilities and provides the required location information to USACE.

6. Planning Considerations. Key planning considerations applicable to all critical facilities include: user requirements, floodplain restrictions, adequacy of existing utilities, contracting, local zoning/code requirements, ADA/uniform federal accessibility standards, construction and installation details and environmental/cultural impacts.

7. Procedures.

a. Preparedness: Preparedness activities are those actions involved with the planning of response and recovery actions necessary for the execution of a critical facilities mission and the development and training of PRTs to execute the mission. Critical Facilities missions will be

executed by Temporary Housing PRTs as procedures for the installation of modular offices and mobile homes are similar.

b. Activation: Housing PRT personnel required for a critical facilities mission are activated upon receipt of a mission assignment from FEMA. For hurricane response, pre-declaration mission assignments may be issued to activate PRT management cells and SMEs. No-notice events requiring housing missions are initiated by issuance of post-declaration mission assignments. For critical facilities missions of significant scope, a separate housing PRT should be deployed.

c. Execution: Critical Facilities missions are executed by deployment of a separate Housing PRT assigned specifically to the critical facilities mission. Current procedures call for deployed PRT to complete the mission from initial deployment through mission closeout. FEMA will provide funding to the supported Division through an MA. Funding can then be transferred to the supporting District PRT by governmental order.

d. Mission Transition & Closeout: Dependant upon the scope of the mission, closeout can be accomplished by the responding PRT or by the supported District.

8. Appendices.

Appendix A: Acronyms

Appendix B: Position Responsibilities – Housing Team

Appendix C: Essential Elements of Information

Appendix D: Work Flow Diagrams

Appendix E: Forms

Appendix F: Checklists

Appendix G: PRT Equipment/Supplies

Appendix H: Safety

Appendix I: References

Phase I – Preparedness

Organization	Task / Subtask Number	Task	Subtask	Who	How
FEMA	N/A	Provide funding for state/local readiness		FEMA	FEMA provides through grant money.
USACE	P-1.0	Assign Housing PRTs and Maintain Team Readiness		HQ assigns PRT organizational responsibility to subordinate Divisions who assign PRTs to Districts. The South Atlantic Division has lead responsibility for Housing. CESAD in coordination with HQ USACE assures readiness of housing teams. CESAD also coordinates with RSC to develop and execute training programs	Responsible Division coordinates with PRT Districts to assure readiness status. Readiness status is reported in ENGLink along with rotational status. RSC, in coordination with CESAD and housing SMEs, develops on-line training programs and other training opportunities
	P-1.1		Fill and maintain PRT team positions	District EM and District Commander	District EM maintains team roster and recruits to fill pending vacancies
	P-1.2		Train Team Members	Lead Division in conjunction with RSC develops training programs, and RSC funds training. District EM monitors training requirements for team members	District EM maintains training roster and coordinates with the team members to attend periodic training developed by USACE Readiness Support Center (RSC). PRT Members participate in web-based training and other training sessions.
	P-1.3		Command Readiness Review	District Commander, Division Commander, Director of Civil Works	District Commander reviews team readiness monthly and District EM updates ENGLink status. District requests resources as necessary to improve readiness. Division Commander reviews team readiness quarterly and applies or requests resources as necessary to bring unready teams to a ready status. Director of Civil Works reviews team readiness quarterly and provides resources to improve readiness status as necessary.

	P-1.4		Participate in AAR	Lead Division	Lead Division identifies SME, key PRT personnel and contractors to participate in Remedial Action Program (RAP). Participants develop issues to be worked by housing' SMEs and others
	P-1.5		Update Guides, Standing Operating Procedures (SOP),	Lead Division	Bring together SMEs, contractors, and others to perform annual review and update of mission documents.
	P-1.6		Participate in internal and external exercises	PRT	When notified by district EM, participate in USACE internal and other agency external exercises as funded by HQ and/or RSC.
State	N/A	Participate in, AAR, training and exercises		State EM	State EM coordinates for participation as funding allows
Local	N/A	Participate in AAR, training and exercises		Local EM	Local EM coordinates for participation as funding allows

Support Required: FEMA maintains specifications for housing units and listing of available suppliers. Readiness Support Center maintains training programs and certification status pf PRT members. RSC funds applicable cost for training of PRT members. States may also provide support by pre-identification of potential housing sites.

Phase II – Activation

Phase II A – Pre-Declaration/Event With Notice.

Organization	Task / Subtask Number	Task	Subtask	Who	How
FEMA		Project critical facility requirements.		FEMA Public Assistance	Review of USACE hurricane models, input from local officials, and other pertinent data to establish projected critical facility needs.
FEMA		Issue Pre-Declaration Mission Assignment		FEMA Infrastructure Branch Chief	Assignments issued to ESF#3 through RRCC.
USACE	AA-1.0	Accept MA and Deploy SME and PRT Management Cell		CE-UOC in coordination with responding Division.	Identify team to be deployed and notify Supported and Supporting Division. Supported Division transmits MA and funds to the PRTs

					home district.
USACE	AA-2.0	Assess Potential Impacts and critical facility Requirements		SME and PRT Management Cell in coordination with FEMA and State Officials.	Review damage projections and conduct preliminary critical facility planning with state and local officials.
USACE	AA-3.0	Review Contracting Alternatives		SME and PRT Management Cell in coordination with FEMA and supported District.	Coordinate with supported Division for contracting alternatives and coordinate with FEMA concerning intent of utilization of IA TAC contract.

Phase II – Activation

Phase II B – Post Declaration Hurricane or No Notice Event.

Organization	Task / Subtask Number	Task	Subtask	Who	How
FEMA		Issue Mission Assignment		RRCC Infrastructure Branch	ARF/MA Process
FEMA/USACE/State		Develop mission operation plan/MOU		FEMA Public Assistance/State	Coordination meetings where responsibilities and expectations are defined and agreed upon.
USACE	AB-1.0	Assess critical facility requirements		FEMA Public Assistance /USACE/State	Applications, hurricane damage models and input from local government liaisons.
USACE	AB-1.1	Deploy remainder of Housing PRT		ESF #3 Team Leader	ENGLink Taskers
State		Provide Input to critical facility Needs			
Local		Provide Input to critical facility Needs			

Phase III– Execution (Critical Facilities)

Organization	Task / Subtask Number	Task	Subtask	Who	How
FEMA		Assign tasker to evaluate critical facility requirements and establish priorities		FEMA Public Assistance	MA Tasker to ESF #3.
USACE	E-1.0 (F)	Conduct site visit, coordinate with FEMA and requester for facility requirements.		FEMA Public Assistance /USACE/Requester	FEMA/PRT personnel/requester determine facility requirements. PRT personnel perform site visit to develop concept design.
USACE	E-1.1 (F)	Order modular units		PRT Contract Specialist	Contract specialist issues supply contract.
USACE	E-1.2 (F)	USACE develops and awards construction and haul & install contract(s).		PRT Contract Specialist	Award base contract.
USACE	E-1.3 (F)	Obtain ROE		PRT Personnel	ROE signed by appropriate local official
USACE	E-1.4 (F)	Perform site design, environmental assessment and cost estimate.		PRT Personnel	Design work performed by either USACE and/or USACE A/E. Environmental investigation performed by USACE and environmental assessment approved by FEMA Environmental.
FEMA/State/County/Local		Approve design, provide environmental approvals and authorize utility connections.		FEMA/State/County/Local officials	PRT personnel and/or USACE A/E coordinate design with approving officials.
USACE	E-1.5 (F)	USACE/contractor obtains permits, performs site work and installs units.		PRT personnel	Contract Specialist issues Task Order. Contractor issued NTP to construct. QA inspection of site construction and unit installation.

USACE	E-1.6 (F)	Complete RFO Inspection		PRT personnel	Complete RFO Checklist.
FEMA		Complete user agreement		FEMA/Local officials	Complete FEMA user agreement
FEMA		O&M		FEMA	By contract

Support Required: The Supported Division/District will provide a supply contract for modular units and furnishings and a construction/haul and install contract. Staging area may be required as applicable.

Phase IV – Mission Transition and Closeout (NOTE: Guidance is contained in SOP for Mission Transition and Closeout.)

STANDARD OPERATING PROCEEDURES CRITICAL FACILITIES Acronym List

AAR – After Action Report
ACI – Advanced Contracting Initiative
ACO – Administrative Contracting Officer
ADA – Americans with Disabilities Act
AO – Action Officer
ARF - Action Request Form
COR – Contracting Officer’s Representative
DHOPS – Direct Housing Operations Support
EEI – Essential Elements of Information
EGS - Expedient/Emergency Groups Sites
EM – Emergency Manager
ESF – Emergency Support Function
FEMA – Federal Emergency Management Agency
IA - Individual Assistance
IA TAC – Individual Assistance Technical Assistance Contract
LGL – Local Government Liaisons
MA – Mission Assignment
MH – Mobile Homes
MOU – Memorandum of Understanding
NTP – Notice to Proceed
PA – Public Assistance
PPI – Pre-placement Interview
QA – Quality Assurance
RAP – Remedial Action Program
RFO – Ready for Occupancy
RFO – Recovery Field Office
ROE – Right of Entry
PRT – Planning and Response Team
RRCC – Regional Resource Coordination Center
RSC – Readiness Support Center
RSOI – Reception, Staging and Onward Integration
SHPO – State Historical Preservation Office
SME – Subject Matter Expert
TA – Technical Assistance
TAC – Technical Assistance Contract
TT – Travel Trailer
UFAS – Uniform Federal Accessibility Standards

APPENDIX B

CRITICAL FACILITIES STANDARD OPERATING PROCEDURES POSITION RESPONSIBILITIES

CRITICAL FACILITIES STANDARD OPERATING PROCEDURES POSITION RESPONSIBILITIES

1. The following is a listing of positions necessary for a fully deployable Housing PRT and a brief description of duties. Housing Teams will be utilized for the execution of Critical Facilities Missions. Additional personnel may be necessary contingent upon the scope of the Mission assignment. Each team should be 3 deep in each position and capable of rotating personnel as necessary to complete the mission. All assigned PRT members are encouraged to participate in on-line training opportunities and other training made available. PRT team members should be prepared for immediate deployment upon notification of activation. Deployment taskers will be processed through ENGLink and funding for anticipated travel, per-diem and salaries provided by the supported District/Division.
 - a. Subject Matter Expert (SME): Subject Matter Experts are not necessarily members of a specific PRT but rather a national cadre of personnel available to assist PRTs, as necessary. They are fully knowledgeable and experienced in all matters related to the housing mission. SMEs must be experienced from prior deployments and certified through appropriate training. During preparedness phase, SMEs assist lead division in maintaining Mission Guides, SOPs, and related documentation. Also assists lead division and USACE Readiness Support Center (RSC) develop annual training program of instruction. During Activation Phase, initially deploys as a member of the Emergency Support Function (ESF) #3 Management Team to serve on any one of several teams located at various FEMA operational locations: the Emergency Response Team, Advance (ERT-A) at the state EOC; to the National Resource Coordination Center (NRCC); or the Regional Resource Coordination Center (RRCC). While at a FEMA operational location, they serve as a member of the ESF #3 Team Leader's staff and assist in mission analysis, in developing mission assignments and through their in-depth knowledge, advising on potential obstacles and necessary state and local coordination. The SME will also deploy to support the Supported Command or the responding PRT, to assist in developing methods, using best practices to accomplish the mission. During the execution phase, uses their in-depth knowledge to: assist in changes to mission assignments; coordination with federal, state and local agencies; assist responding organization anticipate changes to execution procedures.
 - b. Action Officer (AO) at JFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by the District EM. During Execution continues to coordinate administration for the deployed team. Serves on the ESF #3 Management Team as an ESF #3 TL's staff member to interface with FEMA, state and other agency counterparts to develop/coordinate new and

ongoing mission requirements. Develops mission taskers based on FEMA's direction and transmits these taskers to the following USACE elements: Supported Division, Responding Organization, and Mission Manager. During Mission Transition and Closeout Phase coordinates team's release from FEMA and responding organization and ensures all mission files at the JFO are organized and provided to the ESF #3 ATL.

- c. Mission Manager (MM) at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by the District EM. During Execution and Mission Transition and Closeout Phases, serves as the project manager for the mission. The Responding Organization should consider this person as an Assistant Operations Officer for the specific mission. The MM locates with the responding organization at the RFO. Primary function is mission execution, however, supports responding organization in developing commander's briefings when it does not interfere with mission execution. Oversees actions of team members located at the responding organization.
- d. Mission Specialist (MS) at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution and Mission Transition and Closeout Phases, serves as the mission data administrator. Primary function is mission execution, however, supports responding organization in developing commander's briefings when it does not interfere with mission execution. Monitors mission progress and funding and assist Mission Manager as necessary.
- e. Contract Specialist (CS) at RFO (or may be provided through reach-back from Supported District): During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution and Mission Transition and Closeout Phases, serves as the interface with the contractor to give official direction to the contractor. Primary function is contract administration and advice to the MM or Commander on all matters related to mission contracts.
- f. Real Estate Specialist at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution and Mission Transition and Closeout Phases, works with FEMA, State and Local officials on all matters as required to identify and obtain necessary real estate for construction of Emergency Group sites and ensures completion of all Rights-of-Entry associated with the placement of housing units on private sites. Assists FEMA/GSA in preparation of lease documents to be signed by FEMA/GSA officials.
- g. NEPA Compliance Specialist at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution Phase works with FEMA, State and Local officials on all matters as required to comply with NEPA requirements and prepare EA

documentation. EA documents are signed by FEMA. Duties include site assessments and appropriate environmental documentation.

- h. Site Engineer at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution Phase, works with FEMA, State and Local officials on all matters as required to design and construct temporary housing facilities. Serves as lead member of design group and reports to Mission Manager.
- i. Sanitary Engineer at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution Phase works with design team to assess and modify sanitary systems as required for the installation of housing units on private, commercial and/or group parks. The sanitary engineer assures compliance with all applicable building codes and regulations.
- j. Electrical Engineer at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution Phase works with design team to assess and modify electrical systems as required for the installation of housing units on private, commercial and/or group parks. The electrical engineer assures compliance with all applicable electrical codes and regulations.
- k. Cost Engineer at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase, develops preliminary cost estimates for budgetary purposes and contract cost estimates for contract negotiations.
- l. Specifications Writer at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase, works with design team to develop contract specifications.
- m. Logistics Specialist at RFO/Staging Area: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase, responsible for receipt and accountability of all housing units and/or other government furnished materials received from FEMA or USACE suppliers. May be located at staging area to inspect and insure suitability of all units prior to delivery to construction site.
- n. Area Engineer at Field Office: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution and Mission Transition and Closeout Phases, oversees and supervises multiple resident engineers when multiple field offices are established. It is recommended that the Area Engineer have ACO authority. Area Engineer reports directly to Mission Manager.

- o. Resident Engineer at Field Office: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution and Mission Transition and Closeout Phases, oversees work of construction contractor and serves as COR for the contract. The Resident Engineer reports to Area Engineer and/or Mission Manager as appropriate.
- p. Quality Assurance Supervisor at Field Office: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase, organizes, supervises, and trains as necessary all QA inspectors. The QA Supervisor reports directly to resident engineer or mission manager contingent on scope of mission.
- q. Quality Assurance Inspectors at Field Office: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase, monitors contractor work on a daily basis. QA has no authority to direct the contractor but reports any construction concerns to the resident engineer and/or QA supervisor. The QA receives training and assignments from the QA supervisor.
- r. Data-Base Manager at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase, develops and maintains data-bases developed and implemented for mission execution. Provides input for upward reporting to Mission Manager. Contingent upon scope of mission position may be combined with Administrative Assistant position.
- s. Administrative Assistant at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase provides administrative support to all deployed PRT personnel including matters related to timekeeping, travel, filing and other related duties. Contingent upon scope of mission may also be assigned data-base manager responsibilities.
- t. CADD/GIS Specialist at RFO: During Preparedness Phase attends training as required. During Activation Phase deploys as directed by District EM. During Execution phase, provides mapping and GIS data in support of site identification and visual progress reports. Assist design team in preparation of design drawings and identification of floodplain limits.

APPENDIX C

CRITICAL FACILITIES
STANDARD OPERATING PROCEDURES

ESSENTIAL ELEMENTS OF INFORMATION

APPENDIX C

CRITICAL FACILITIES
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ESSENTIAL ELEMENTS OF INFORMATION

I. EEI's (OVERALL-SUMMARY)

Projected Requirements (Provided by FEMA)

Units RFOed to date (by type – classrooms, etc.)

Projected Units to be RFOed next 24 hrs

Units RFOed past 24 hrs

Personnel deployed

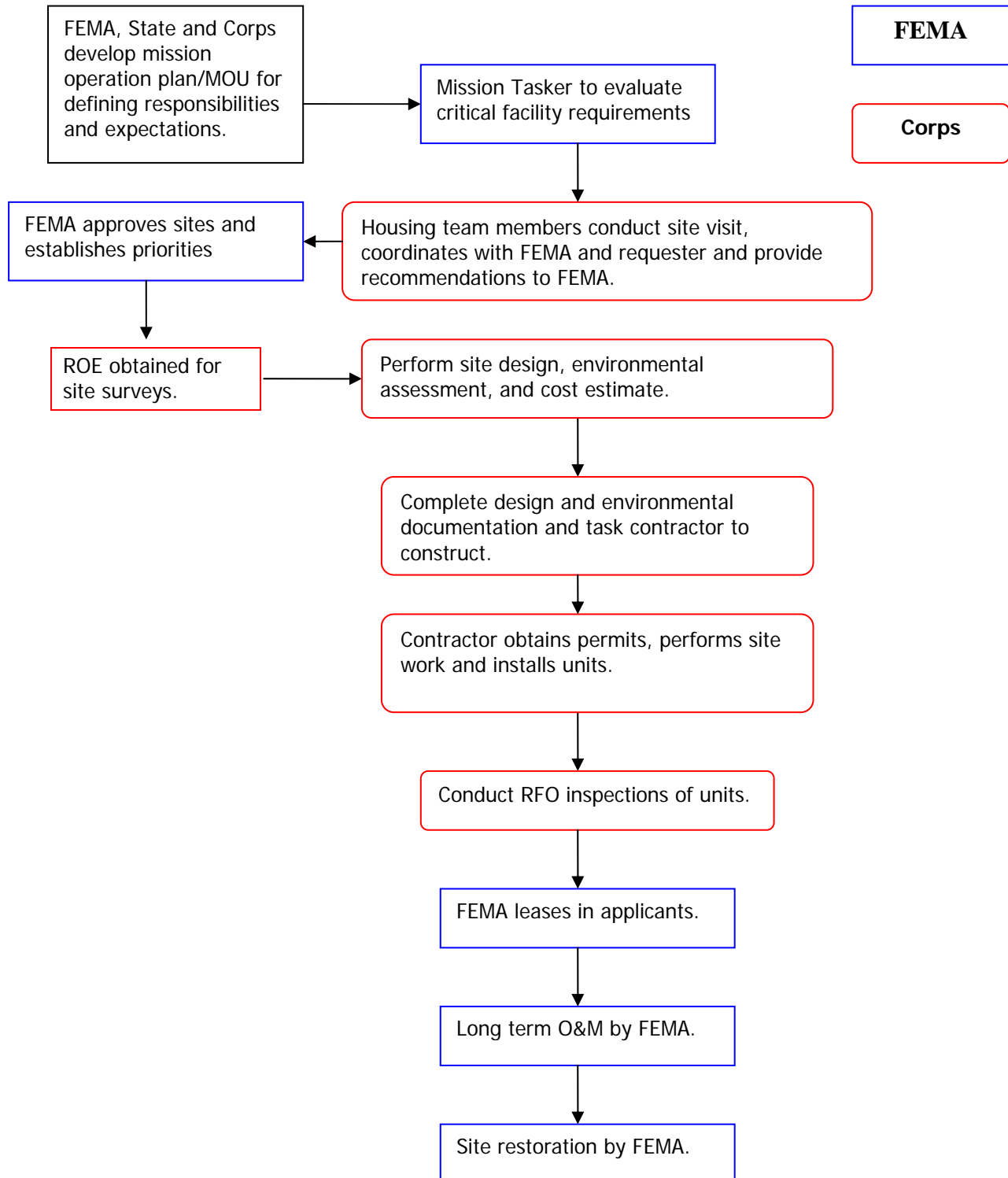
Contractor personnel deployed – Install capabilities (How many crews?)

APPENDIX D

CRITICAL FACILITIES
STANDARD OPERATING PROCEDURES

WORK FLOW DIAGRAMS

Critical Facilities Workflow



APPENDIX E

CRITICAL FACILITIES STANDARD OPERATING PROCEDURES

FORMS

Critical Facilities

1. AB-1.0 Temporary Public Buildings Partnership Agreement – Draft
2. AB-1.0 Mission Operation Plan or MOU's See Private Sites Folder.
 - a. RFO Checklist
 - b. Sample MOU
3. E-1.0 (F) Mission Assignment
4. E-1.1 (F) Sample Supply Contracts
5. E-1.0 (F) FEMA's Public Assistance Program
6. E-1.4 (F) Sample environmental
7. E-1.2 (F) Sample design/build contract
8. E-1.5 (F) Sample completed construction sites
9. E-1.6 (F) RFO Inspection
10. E-1.6 (F) Sample User Agreement

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Name:

Name:

Title:

FEMA Accountable Property Officer

Date: _____

Date: _____

MISSION ASSIGNMENT TASK ORDER

TRACKING INFORMATION (FEMA USE ONLY)			
Mission Assignment #: MSMVD-25	Entered By: Joe Mose		
Tasking #: 004	SU/EM/DR #: DR - 1604	Date/Time Entered: 09/19/05, 1340	<input type="checkbox"/> Originated as verbal

A. Requirements/Task Order Description			<input checked="" type="checkbox"/> See Attached
Description of Tasking under Existing Mission Assignment:			
<div style="display: flex; justify-content: space-between;"> NUMBER- 25- MVD-1 ISSUED TO- ESF #3 DATED- 9/14/05 </div>			
Reference ARF: 348MS, 426MS and also 322A-MS.			
<p>The Corps of Engineers has completed the coordination at each of the School identified on the Attached Table. The requested buildings will be purchased and installed by the Corps of Engineers as fast as possible. Time is of the essence to provide temporary buildings for essential state, county, city and local government services.</p> <p>This mission is a temporary emergency action under the Stafford Act. It is subject to emergency provisions in CFR Title 44.</p> <p>At the completion of the installation each identified building, the Corps of Engineers will document the turn-over to the requesting governmental entity, and notify FEMA Operations and Logistics. Specific Request for xxx classrooms at xxxxxxxxxxxx.</p>			
Tasking Originator: Tom Porter, ESF3 Team Leader (Name/Organization)		24-hour Phone # Fax #:	
Quantity: xxxx	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 2 Life sustaining <input checked="" type="checkbox"/> 3 High	<input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal	Date/Time Needed: ASAP
Delivery Site Location and/or Instructions:			
SEE ATTACHED			
State POC:		24-hour Phone/ fax #s	
Site POC: See above		24-hour Phone/ Fax #s:	
FEMA Project Officer: Dan Best		24-hour Phone/ 816-719-2363 Fax #s:	
Action Officer: Joe Mose		24-hour Phone/ 651-357-7994 Fax #s:	

B. Approvals

Project Officer for Existing Mission Assignment:	24-hour Phone # Fax #:	Date:
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C. Disposition

<input type="checkbox"/> Task Issued:	Date Issued:	Issued By:
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APPENDIX F

CRITICAL FACILITIES
STANDARD OPERATING PROCEDURES

CHECKLISTS

Planning and Response Team Site Assessment Process Steps

Note: A typical site assessment plan formulation may not follow these steps in exact order. There is no one size fits all. In order to keep the process moving and in order to be proactive steps are sometimes performed out of order. Flexibility while not overstepping legal boundaries is required.

1. Do we have a FEMA Action Request form signed by a FEMA official? This form is required in order for the Corps to obligate federal dollars to the request. In general, some initial assessment work can be done (contact the owner, visit the site, do NEPA etc) before receiving the form...but no construction work can be done.
2. Contact the owner/POC for the property. Set up an appointment to visit the site.
3. Meet at the site, discuss the customer's needs. Confirm that those needs generally match the FEMA request. Provide the customer a Right of Entry (ROE) form to be filled out on-site or provided later. Consult the site check list (separate document) to be sure all the bases are covered.
 - a. What permits are required? Electrical? Water? Sewer? Tie-Down? Can the customer provide points-of-contact for these? Can the customer investigate and acquire the permits?
4. Notify the Corps NEPA team member that the site is ready to be reviewed for NEPA compliance. If it is a Category Exclusion (Cat X) you can move forward (no wetlands, no endangered species etc.). If the site requires further review (e.g. an environmental assessment (EA))...consider dropping the site as EAs take too much time.
5. Notify the Corps GIS/Hydraulics team member that the site is ready to be reviewed for floodplain compliance.
 - a. If in a Zone A flood plain...the structure must be mobile so the wheels must be left on (for example a travel trailer or small mobile trailer)
 - b. If not in a flood plain...a mobile home can be used and blocked and tied down
6. Notify the Corps Cost Estimating and Design/Layout team member that the site is ready to be designed and laid out for the Number of units requested.
7. Normally the Cost Est/Design team will coordinate with the Contracts team member on mobilizing the contractor to prepare the site, move in the units, hook them up, tie them down etc. but you should coordinate to make sure this is done.
8. In some form or another, you may be responsible for the site coordination issues until the customer has moved in and is happy.

Pre-disaster		Completed
Depending on type of disaster:	Purchase 1 week supply of food	
	Purchase 1 week supply of water	
	Secure lodging	
Coordinate with:		
FEMA Team Leader		
FEMA Operations Officer	Request status on pre-scripted missions	
	Obtain and establish work space	
	Obtain phone numbers	
Defense Coordinating Officer	Establish 249th as ESF #3 asset	
ESF #1 Transportation		
ESF #6 Mass Care		
ESF #12 Energy		
State Liaison		
Division and provide phone numbers	Alert division of potential need for DTOS	
	Request status of PRT's	
	Provide current status	
Lead District and provide phone numbers		
During Disaster		
Coordinate with:		
FEMA Operations Officer	Request status on pre-scripted missions	
Post-disaster		
Coordinate with:		
FEMA Operations Officer	Request status on pre-scripted missions	
	Request potential for additional missions	
State Liaison	Potential 84-99 taskings	
Post-Declaration		
In conjunction with Action Officer		
Coordinate with:		
FEMA Operations Officer	Mission refinement and funding	
	Issue Request for Assistance (RFA)	
	Establish who purchases trailers	
	Identify staging area	
	Develop taskings for:	
	Existing sites	
	Individual sites	
	Group sites	
	Trailer Park Expansion	
	Waivers:	
	Sewer tap in fees	
	Water tap in fees	
	Water meter fee	

APPENDIX C Housing PRT Checklists/Forms

	Electrical meter fee	
	Telephone deposits	
	Cable TV installation fee	
ESF #1, Transportation	Length, width and weight	
	Permits	
Division and provide copy of RFA		
Lead District and provide copy of RFA		



**US Army Corps
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**TEMPORARY HOUSING
PLANNING & RESPONSE TEAM (PRT)**

CONSTRUCTION DOCUMENTATION CHECKLIST

The Temporary Housing Construction Documentation Checklist identifies key data elements and execution items that are necessary to execute a contract for construction of a housing group site. The Contracting Officer, Specialist, and Resident Engineer should pay particular attention to whether these items have been addressed during the advertisement and award of the project.

	YES	NO
1. Work Order _____ Issued	_____	_____
Right of Entry Received	_____	_____
Safety and QC Plan on file and approved	_____	_____
Insurance Certificate on file	_____	_____
Payment/Performance Bonds on file and Approved by OC	_____	_____
PR&C Approved	_____	_____
OC approval of Work Order	_____	_____
IGE/PNM on file	_____	_____
NTP given	_____	_____

Pending *Items:*

Comments: _____

Contract Specialist: _____ **Date:** _____

Contracting Officer: _____ **Date:** _____

REAL ESTATE CHECKLIST

Demolition of Private Structure

- . Be in possession of a letter from the City/County setting forth the nature of ownership/interest in “public” buildings to support their authority for demolition.
- . Have a copy of any/all ordinances which authorize the City/County to condemn “private” structures.
- . Have a copy of the resolution(s) by local government with appropriate authority required to support adoption/enactment of ordinances of other local laws required to condemn, demolish and remove public buildings.
- . Resolution that work requested of the US Government is eligible and agrees to:
 - Provide without cost to the US Government all lands, easements, and Rights-of-Way necessary for the accomplishment of the approved work; and to hold and save the US Government free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work.
- . Identify a designated/authorized representative to provide the US Government with necessary Rights-of-Way.
- . Execute right-of-entry and hold harmless agreements that have been signed by the owner or renter with all appropriate parties.
- . Have list showing clear and complete description of structures designated for demolition. This list should include identification of related structures, trees shrubs, fences, and other items to remain. Provide a “written” notice to the property owner(s) of proposed demolition, and the scope of the demolition.

04/21/02

REAL ESTATE CHECKLIST

Mobile Home Documentation

Demolition Checklist:

- . Have a copy of the City/County ordinance authorizing the condemnation of mobile home parks.
- . Have a copy of the resolution by a local government with appropriate authority to condemn, demolish, and remove mobile home park contents.
- . Have authority to enter all lands, easements and right-of-way necessary to accomplish the approved work.
- . Have documents signed by the mobile home park owner which will hold and save the US Government free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work.
- . Have a list of mobile home parks with names of owners, their complete address, a legal description of the property, any limits of debris clearance to occur within the park, plats of t the mobile home park, and any known information about existing utilities.

Inspection Checklist (prior to issuance):

- . Insure that the mobile home park will be vacated prior to NTP date for debris removal from that site.
- . Describe the extent of debris removal within the mobile home park, number of trailers, estimate the quantities of debris, specify any structures other than mobile homes to be removed, and any structures that will be left in place.

04/21/02

Temporary Housing Planning Response Team (PRT)

Design / Utility Checklist

Site Name:	Site Location:	Date:
Projected # of Units:		

Utility Co.	Company/POC Name	Phone Number	Fax	E-Mail/Remarks
Water				
Wastewater				
Electrical				
Telephone				
Cable TV				
Gas Co.				
Gas Installer				Licensed in State
City Engineer				
County Inspector				
Surveyor				

9	Item	Responsibility		
		COE/ Contractor	City	Utility Company
	WATER			
	Plumbing Code Requirements Identified			
	Waivers Required Obtained			
	Existing Water Lines Located			
	Available Main(s) Size			
	Material			
	Pressure			
	Flow			
	Water Storage Necessary? Yes No			
	Type of Metering			
	None Master for Site Individual Unit			
	Meters Purchased From:			

	Water Authority Supplier			
	Water Main Tap In Connection Responsibility:			
	Tap in Fee? Yes No			


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9	Item	Responsibility		
		COE/ Contractor	City	Utility Company
	Local Health Authority Approval? Yes No			
	POC: Phone:			
	Fire Protection Considerations			
	Fire Protection Needs Coordinated? Yes No			
	POC: Phone:			
	Fire Protection Standard Used: NFPA #501A Local			
	Other Fire Protections Requirements Identified?			
	Hydrant Requirements			
	_____Maximum Distance Between Hydrants			
	_____Connection Sizes			
	_____Thread Size			
	Available Pressure and Volume Adequate to meet Fire Needs?			
	Yes No			
	WASTEWATER			
	Plumbing Code Requirements Identified?			
	Waivers Required Obtained			
	Existing Sewer Lines Located			
	Available Collector(s) Size			
	Material			
	Capacity			
	Lift Station(s) Necessary? Yes No			
	Holding Tank Necessary Yes No			
	On-site Treatment Necessary? Yes No			
	Approving Authorities:			
	Agency: POC:			
	Phone:			

	Approval Secured in Writing? Yes No			
	Other Permits Required for Treatment Facility (define):			
	Physical Sewer Tap-In Responsibility:			
	Tap in Fee? Yes No			
	Local Health Authority Approval? Yes No			
	POC: Phone:			

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9	Item	Responsibility		
		COE/ Contract or	City	Utility Company
	ELECTRICAL			
	Applicable Electrical Code Identified			
	Code National Local			
	Certified Electrical Inspections Required? Yes No			
	Type of Electrical Service Overhead Underground			
	Service for Package Sewer Plant Required? Yes No			
	Service for Lift Station Required? Yes No			
	Available: Single-Phase Three-Phase			
	Local Electrical to Provide Electrical Design for Corps Site Plan.			
	Primary Line Locations			
	Secondary Service Locations			
	Transformer Locations			
	Street Light Locations			
	Street Lighting Unit Selected			
	Individual Site Meter Posts			
	Coordination of Electrical with Utility Excavator			
	TELEPHONE			
	Type of Telephone Service Overhead Underground			
	Telephone Line Placement Coordinated with Power Company			
	CABLE TV			
	Cable TV Distribution to be Provided? Yes No			

 US Army Corps of Engineers®	<input type="checkbox"/> company should be advised on the need for ble installations when the utility trench is open.			
	uired for Site? Yes No			
	Type of Service: Natural Gas Bottled LP			
	Existing Gas Mains Located			
	Available Main(s) Size			
	Material			
	Gas Meter Specifications Identified? Yes No			
	Gas Line Tap In Connection Responsibility:			
	Local Gas Co Corps Contractor			
	Tap in Fee? Yes No			
	Local LP Supplier(s) Identified and Contacted			

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9	Item	Responsibility		
		COE/ Contractor	City	Utility Company
	SOLID WASTE			
	Type of Collection to be Provided for Mobile Home Sites			
	None			
	Centrally Located Dumpsters			
	Individual Pickup at Each Residence			
	Pad Requirements for Central Dumpster Sites			
	Number of Separate Dumpster Sites			
	Graveled Pad			
	Asphalt Pad			
	Concrete Pad			
	Fenced Enclosure Required. Type:			
	Temporary Onsite Storage Required? Yes No			

TEMPORARY HOUSING
PLANNING & RESPONSE TEAM (PRT)

MISSION EXECUTION CHECKLIST

The Temporary Housing Execution Checklist is a tool intended to identify the key data and decision points required to execute an assigned mission effectively. The list is not meant to be an exhaustive compilation of every step in the process, but rather a checklist of often overlooked items which may lead to schedule delays. Consideration of these items is critical to executing an assigned housing mission most expediently.

PRT Team

- ☐ Ensure creature comforts of PRT team members are taken care of and assign someone to ensuring the same for incoming team new members during the mission.
- ☐ Establish PRT work area and ensure that all team members have acceptable work space, necessary tools and access to computers.
- ☐ Provide incoming team members with safety and local data briefing upon arrival, including instruction on responding to newspaper/radio/TV interviews.
- ☐ Identify full housing mission team and preliminary phased deployment plan:
 - ☐ Housing PRT Team Members
 - ☐ Host District Support Team
 - EM Staff
 - Contracting Specialist(s)
 - NEPA Specialist(s)
 - ☐ Local Sewer, Water and Utility Officials
 - ☐ Other Agency Contacts
- ☐ Gather, tabulate and provide key communications information to all temporary housing mission staff, including names, positions, locations, home and duty phone or cell phone:
 - Home and Local EOC contacts
 - All PRT Staff , Local District support staff
 - Other Agency and Local contacts

Mission Planning

- ☐ Identify and set up standard reporting formats for mission execution with the DB Manager or Mission Specialist. Establish mission tracking Database.
- ☐ Identify potential housing response types (travel trailers, individual placements, group site, etc.) under consideration.

- ☐ Obtain from FEMA/locals a list of potential sites for temporary housing.
- ☐ Try to get an advance word on mission needs assessment for planning purposes.
Obtain from FEMA an estimate of the projected number of sites to be developed.
- ☐ Confirm standard lot size information with FEMA.
- ☐ Complete procurement plan for construction and A/E services, and initiate contracting process. Identify and engage Contracting Officer who will execute mission contracting.
- ☐ Develop and execute Real Estate rights-of-entry for site investigations and access for assessments.
- ☐ Obtain location maps, utility locations, site plans, and other available data for each potential site.
- ☐ Develop a graphical time line for best case mission execution, if mission started now, identifying long lead items. For use in FEMA briefings.
- ☐ Complete site assessment of proposed housing sites.
- ☐ Complete EA for Potential Housing sites.
 - ☐ Define scope of EA effort necessary with FEMA/State
 - ☐ Field survey ALL potential sites
 - ☐ Complete Draft EA/Publish
 - ☐ Advertise and execute prescribed public comment period
 - ☐ Execute Tribal consultation period (if necessary)
 - ☐ Develop Comment responses and FONSI
 - ☐ Obtain sign-off on FONSI
- ☐ Identify responsible agencies for all utility connections, permits, reviews and inspections. Identify the POC for all necessary activities, confirm timelines, and obtain waivers if available.
- ☐ Identify with local governments any other required permits, zoning restrictions, etc. which may impact the housing design and placement.
- ☐ Identify with local engineering departments any design criteria or standards necessary to be considered in the design.

Trailer Supply

- ☐ Define trailer procurement method and establish specific responsibility for delivery system.
 - ☐ Trailer purchase contract
 - ☐ Haul to staging location
 - ☐ Receipt/acceptance plan for units
 - ☐ Initial delivery inspection and manage staging area
 - ☐ Deliver to placement site and install trailers
 - ☐ Final inspection and ready for occupancy certification
- ☐ Review and concur with trailer purchase specification.
- ☐ Obtain standard trailer size, spec, and footprint (including utility connections).
- ☐ Identify trailer staging area(s). Establish plan for space leasing as necessary.
- ☐ Establish best scenario for trailer procurement and delivery schedule with FEMA/GSA once mission assignment is given.
- ☐ Establish trailer staging management plan.
- ☐ Identify/deploy materiel control (LM) personnel.
- ☐ Confirm potential haul route acceptability, clearances, load limits, etc. – obtain necessary haul permits.

Groupsite Design

- ☐ Develop and execute Real Estate lease agreements for selected sites.
- ☐ Identify CADD production methods and test capability to produce acceptable documents.
- ☐ Define method for document reproduction, and establish contract or delivery order (if necessary).
- ☐ Scope and procure A/E Services (if selected design production method).
- ☐ Assign all tasks and define product development responsibilities.
- ☐ Define design and intermediate review schedule for development of contract documents through contract award.
- ☐ Establish Production / Solicitation / Award schedule.



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mailing list for review copies – confirm accelerated schedule with all
phasize imperative for quick turnaround.

Confirm all design requirements and responsibilities with FEMA/locals by
completing the “Housing Requirements Planning Checklist”.

- ☐ Final lot size
 - ☐ Design details
 - ☐ Required Utilities/Hook-ups
 - ☐ Special Amenities
-
- ☐ Identify final signatories on key contract documents and communicate proposed schedule well in advance of required sign-off. Provide advance (review) copies of contract documents.
 - ☐ BCOE Certification
 - ☐ Office of Counsel for contract review for legal sufficiency
 - ☐ Final sign-off on contract drawings and documents for solicitation.

Site Construction

- ☐ Deploy Resident Engineer. Task with document review and establishment of Resident Office.
- ☐ Identify location for Resident Office, lease space as necessary, and establish presence on-site.
- ☐ Evaluate and communicate staffing needs for QA team leaders and inspectors.
- ☐ Schedule and Execute pre-construction meeting.

TEMPORARY HOUSING

PLANNING & RESPONSE TEAM (PRT)

MOBILE HOME ‘READY FOR OCCUPANCY’ CHECKLIST

The Ready for Occupancy Checklist is intended to provide a check-off list of items necessary to make the installed mobile home or travel trailer “Occupant Ready” after it has been installed on the trailer pad. This list should be reviewed with the trailer supplier against their packaging procedures for shipping, to assure that unpacking and set-up procedures are included in this checklist.

A. Assemble Accessories and Arrange for use: Estimate 2 hour for this group by 2 man crew.

- ☐ Arrange all furniture for occupancy.
- ☐ Clean and mount storm window panels (in season only).
- ☐ Install drawers.
- ☐ Remove window clips, travel blocking and protective taping.
- ☐ Hang fire extinguisher (report low charged to inspector).
- ☐ Mount exterior light fixtures, install bulbs.
- ☐ Install interior light globes and covers.
- ☐ Install lamp shade, set up lamp and plug in.
- ☐ Mount screens (do not remove exterior screen clips).
- ☐ Re-install any fallen curtains.
- ☐ Install cosmetic cabinet door panel.
- ☐ Install commode tank lids.
- ☐ Repair, if necessary, cabinet/door/drawer/hardware.

B. Activate utility Systems and Make Minor Repairs: Estimate 2 hour for this group by 2 man crew. *(All parts changed must be of same quality)*

- ☐ Test water system and make minor repairs (i.e., tighten, adjust or replace fitting, flare nuts, faucet washer, ball cocks, shower diverters, faucet sets, etc.)
- ☐ Verify hot/cold water lines, reverse if required.
- ☐ Tighten or replace loose drain line connections (traps, strainer assemblies, etc.)
- ☐ Replace commode wax ring and tank gaskets, as needed.
- ☐ Tighten loose connections in electrical system.
- ☐ Test electrical circuits and replace bulbs, breakers, switches or receptacles, as needed.

C. Test Appliances and Appurtenances: Estimate 1/2 hour for this group by 2 man crew.

- ☐ Activate, test and make any necessary minor repairs to the refrigerator, range, furnace and water heater for proper operation: adjust pilots and burners, change orifices, water heater elements, etc. as needed.
- ☐ Test smoke detectors and report if faulty.

- ☐ Test exhaust fans for proper operation, repair as needed.

D. Final Clean-Up and Readiness: Estimate 2 hour for this group by 2 man crew.

- ☐ Clean floors, counters, kitchen equipment, bath fixtures and windows, as needed.
- ☐ Perform other minor work required to prepare the unit for occupancy (i.e., door adjustments, re-fasten moulding and panels, etc.).
- ☐ Remove unit packing debris and excess set-up material from premises.

AREA, RESIDENT, AND FIELD OFFICE

SET UP CONSIDERATIONS

1. Prepare an annotate sets of plans and specs. for the official contract files.
2. Set up Data sheets with current contract information to include:
 - a. Contract No.
 - b. Contract Description
 - c. Contract Name
 - d. Award Date
 - e. Contract Duration
 - f. Contract Completion Date
3. Set up Contract Files
4. Set up Modification Status Report
5. Set up computers, printers and Internet access for each Area, Resident and Field Office
6. Cell Phones and for each team member.
7. Identify health issues or disabilities of team members
8. Assign QA representatives to contracts
9. Obtain estimating Manuals (Means etc.)
10. Obtain list of state and local contacts
 - a. Water
 - b. Sewer
 - c. City/County Engineer
 - d. Electric Company
 - e. Phone Company
 - f. Cable TV Company
 - g. Trailer set up requirements(State/Local)
 - h. Post Office
 - i. Environmental Requirements(County/Local)
 - j. Electrical Inspector
11. Safety Briefing shall be held for all incoming staff
12. Prepare QA Plan for awarded contracts

13. Office Supplies & Forms
14. Desks, chairs, and tables for each office
15. Prepare Sample Pre-construction Conference documents
16. Obtain Maps of the Area
17. Insect Repellent
18. Rubber boots
19. First Aid Kits
20. Bulletin Boards for project trailers/field offices
21. Establish POC with Contracting
22. Letters of appointment as ACO
23. Letters of appointment as COR
24. Letter for Area/Resident Engineer as Delivery Officer on IDIQ Contracts
25. Letter for SF44 authority
26. Extra hard hats for visitors
27. Briefing Board for each office
28. Easels for briefing
29. Briefing package/Fact Books for visitors
30. Measurement tapes
31. Flash Lights
32. Cameras
33. Step Ladder

APPENDIX G

CRITICAL FACILITIES
STANDARD OPERATING PROCEDURES

PRT EQUIPMENT AND SUPPLIES

APPENDIX G

CRITICAL FACILITIES

STANDARD OPERATING PROCEEDURES

PRT EQUIPMENT AND SUPPLIES

Quality Assurance Representatives (QA's) Supplies

Standard Safety Equipment
 Cell Phones
 Shovels
 Sewer Line Locating Probes
 Irrigation Flags
 Levels
 Tape Measures
 Circuit Testers
 Area Maps
 Appointment Books (If available)
 Expandable folders
 FEMA stockroom can supply pencils, pens etc.

Administrative/RFO Supplies and Equipment

GPS Units
 Digital Cameras
 Lap Tops
 Access to:
 Printers
 Plotters
 Copiers
 Facsimiles
 Scanners
 Internet Service

Blank Forms Required

Source

Sketch Sheets	USACE
Form 90-41-Ingress-Egress Agreement	FEMA
Release of Confidential Information	USACE
Blank Travel Voucher Forms 1351-2	USACE
Blank Time Sheets	USACE
Right of Entry Agreement	FEMA
Form 90-13-Landowner's Authorization	FEMA
RFO Check Sheet	USACE

Minimum Requirement

Below is the minimum equipment that a Temporary Housing PRT should have to deploy:

Action Officer

- Cell phone
- Laptop with administrative rights
- Portable printer
- All cables necessary for various connections including phone cable, data cable, car plug-in capability, wireless cards, 6-outlet power strip.

Mission Manager/Mission Specialist

- Cell phones for each person
- Laptop with administrative rights
- Portable printer
- Portable scanner
- GPS
- Digital camera
- Portable UBS drive (thumb drive) 1Gig in size
- All cables necessary for various connections including phone cable, data cable, car plug-in capability, wireless cards, 6-outlet power strip,.

Site/Sanitary Engineer

- Cell phones for each person
- Laptop with administrative rights
- GPS
- Digital camera
- Portable UBS drive (thumb drive) 1Gig in size
- CADD software for producing plan sets
- All cables necessary for various connections including phone cable, data cable, car plug-in capability, wireless cards, 6-outlet power strip,.

This equipment should be assembled in a wheeled fly-away kit.

APPENDIX H

CRITICAL FACILITIES
STANDARD OPERATING PROCEDURES

SAFETY

ON-SITE ACCIDENT PREVENTION PLAN

Philosophy: _____ **willingness to correct safety hazards detected by the**

(Contractor)

Army Corps of Engineers is commendable, but a poor substitute for a proactive program that

prevents, detects, and corrects hazards. In _____, Safety is

(Contractor)

everyone's responsibility and is the number one priority to an efficient, quality project.

SIGNATURE AND DATE OF PREPARER OF PLAN: _____

1. Contractor:	2. Contract Name & No:	3. Date:
4. Project Manager:	5. Project work schedule: Shift(s) Hours	6. On-Site Safety Officer:
7. Project Description:		
8. Major Equipment to be Used:		
9. Who will inspect jobsite & frequency:	10. Location of all inspections, equipment records and employee indoctrinations:	
11. Who is responsible for employee indoctrinations & continuing training:	12. Day/Hour of weekly safety meeting:	

13. Separate Phases of operation requiring activity Activity Hazard Analysis (AHA):	13. cont.
7-T-1-1	

EP 500-1-10
1 JUNE 2006

13.a. List Personal protective Equipment (PPE) by task, phase of work: head, eye, hearing, hand, foot, task specific (e.g. hot work)	
Task	PPE

--	--

14. Name, address & telephone number of Doctors, hospitals and ambulance services with whom arrangements have been made for this contract.

a. Doctor	b. Hospital	c. Ambulance
-----------	-------------	--------------

d. Form and location of emergency communication to be used:
7-T-1-2

15. Subcontractors: (Note: Subcontractors will comply with the provisions of this APP.)

16. Names of First Aid/CPR Attendants w/certificates:	a. Type cert & exp date:	c. USCG Oper & exp date:

17. Fire Fighting Equipment				18. First Aid Kits		19. Toilets	
No	Rating	Type	Location	No	Type	No	Type

<p>20. Hazardous Material Inventory is/is not attached. MSDS's are located at:</p>
<p>NOTE: ACCIDENT REPORTING INSTRUCTIONS: ANY ACCIDENT RESULTING IN A LOST WORK DAY OR PROPERTY DAMAGE OF \$2,000 OR MORE WILL BE REPORTED ON ENG FORM 3394 AND SUBMITTED TO THE CORPS OF ENGINEERS REPRESENTATIVE WITHIN 5 WORKING DAYS. IF AN ACCIDENT OCCURS RESULTING IN 3 OR MORE PEOPLE BEING HOSPITALIZED, \$100,000 OR MORE IN PROPERTY DAMAGE, OR ANY INCIDENT THAT WOULD BRING ATTENTION TO THE CORPS OF ENGINEERS, IMMEDIATE TELEPHONIC NOTIFICATION WILL BE MADE IN ADDITION TO ENG 3394 REPORTING REQUIREMENTS.</p>

21. The following separate plans apply to this contract. They have been accepted and are available as indicated: (Circle **all** that apply and list location.)

a. Plan	b. Location & Acceptance Date	a. Plan	b. Location & Acceptance Date
Haz Energy Control Plan 12.A.07		Floating Plant Plans 19.A.04	
HazCom Program 01.B.06		Severe Weather Plan 19.A.03	
Asbestos Abatement Plan 06.B.05.		Wild Land Fire Prev Plan 09.K.01	
Blasting Plan 29A.01.		Health Hazard Control Plan 06.A.02	
Dive Operations Plan 30.A.13		Alcohol & Drug Abuse Program 01.C.02 & App A	
Respiratory Prot Plan 05.E.03		Critical Lift Plan (Crane)16.C.18	
Layout Plans 04.A.01		Access & Haul Road Plan 08.D.01	
Confined Space 06.I.		Demolition Plan 23.A.01	
Lead Abatement Plan 06.B.05		Fire Prev & Protection Plan 09.A.01	
Abrasive Blasting 06.H.01		Compressed Air Plan 26.I.01	
SHP & SSHP (HTRW) 28.A.02		Lift Slab Plans 27.D.01.	
Emergency Rescue (Tunneling) 26.A.05		Excavation Plan 25.C.01	
Formwork & Shoring Erection Removal Plans 27.B.02		Fall Protection Plan 21.A.01	
Spill Plan		Lead Abatement Plan 06.B.05	

01.E.01 Access / Haul Road Plan 8.D.01		Night Operations Lighting 16.C.19 Fire Fighting Plan 01.E.01	
<p>_____ will pursue a positive program of training, inspections and hazard control and (Company)</p> <p>and full compliance of EM 385-1-1 throughout the term of this contract. _____ has (Print Name)</p> <p>the responsibility and authority for enforcing all safety requirements on-site.</p> <p>_____ On-site Safety Officer Signature Date</p> <p>_____ Corporate Approval Signature Date _____ Proj Manager's Signature Date</p>			

APPENDIX I

CRITICAL FACILITIES
STANDARD OPERATING PROCEDURES

REFERENCES

Corps of Engineers Temporary Housing Resources

1. Draft Research for FEMA Catastrophic Housing Strategy and Implementation Plan, dated November 2002. Includes ratings and discussion on numerous catastrophic housing options from cruise ships to Bible camps and rates them on a number of criteria including livability, constructability, and sustainability. Copy can be found at:

ftp://ftp.mvp.usace.army.mil/Temp_Housing/Cat%20Housing/Native%20Format%20File%20s/ .

2. Draft Catastrophic Housing Decision and Implementation Guide, dated March 2005. This report includes sample layouts, costs, checklists for implementation, and suppliers for alternatives such as large rapidly deployable structures and conventional wood frame construction. Copy can be found at:

ftp://ftp.mvp.usace.army.mil/Temp_Housing/CatHousing/Cat_Housing_Chapters/ .

3. Draft Emergency Group Site (EGS) Field Operating Guide, dated August 2005. Captures layouts, specifications, materials lists, and lessons learned from Florida 2004 construction of EGS. Copy available at:

ftp://ftp.mvp.usace.army.mil/Temp_Housing/Field%20Guide/ .

4. Temporary Housing Resource CDs. Provides a library of temporary housing projects including a Temporary Housing Mission Guide, sample plans and specifications, and costs. Copy available at:

ftp://ftp.mvp.usace.army.mil/Temp_Housing/PRT%20Resource%20Disk%201/

ftp://ftp.mvp.usace.army.mil/Temp_Housing/PRT%20Resource%20Disk%202/ .